

DDA 85-0403
85-0403/2

February 28, 1985

ADPP 45-85

STAT
MEMORANDUM FOR: [REDACTED]
DDA/Executive Officer

STAT
FROM: [REDACTED]
Assistant Director for Policy and Plans/OF

SUBJECT: New Building Consolidated Library Facility

REFERENCE: DDA 85-0403, 1 February 1985

1. We appreciate having an opportunity to assist in planning for a consolidated library facility in the new building. We would suggest that the following items be made available for the general interest of office managers and others:

Subject and Author catalog, on microfiche and in a computer accessible file, of all material available in all libraries with location of material.

Current telephone books of all Government organizations.

Complete GAO Policy and Procedures Manual.

Standardized Travel Regulations.

Federal Travel Regulations.

Joint Travel Regulations.

Datapro updateable reference series:

Reports on Office Automation

Directory of Software

EDP Solutions

Automated Office Solutions

Directory of Microcomputer Software

(All of the above can provide useful information to offices)

Magazines/periodicals with useful information for many persons:

Wall Street Journal
Business Week
Infoworld
Harvard Business Week
Office Administration and Automation
Data Management
Today's Office

Users Manuals for the several systems that will be used by a number of Agency personnel:

PERSIGN
LIMS
ACIS/Time and Attendance
PRIM
BARS/Budget
Others as designated

Encyclopedia

Books on planning strategies

Books on management techniques

Books on employee relations and evaluation

Annual Government Organization Manual

Telephone books from major cities of U.S.

Annual/Quarterly magazines from professional organizations:

Accountants
CPAs
Security
Medical
Logistics
Communications
Personnel

2. If you should have any questions about any of the items listed above please contact the undersigned

